

**Georgia Division of Family and Children Services
Well-Being Services Section
Community Programs Unit
Educational Programming, Assessment and Consultation Services**



**Federal Fiscal Year (FFY) 2017
Educational Programming, Assessment and Consultation Services**

FFY 2017 Education Specialist Application

Application Release Date

Friday, April 29, 2016

Application and Proposal Submission Date

Tuesday, May 31, 2016 – 3:00 PM, EST

**Georgia Division of Family and Children Services
Educational Programming, Assessment and Consultation Services Program**

Educational Programming, Assessment and Consultation Services

The Educational Programming, Assessment and Consultation (EPAC) Services are located within the Georgia Division of Family and Children Services' (DFCS) Well-Being Services Section - Community Programs Unit. The Georgia Division of Family and Children Services (known herein as "The Division") investigates child abuse; provides foster homes for abused and neglected children; assists low to moderate income families by providing financial assistance; provides support to families seeking childcare assistance; and provides many other numerous support services to assist and support families in need. In an effort to support the Division's broader goal of being a resource to families by promoting self-sufficiency and independence, EPAC is an academic support program that focuses on improving the academic outcomes and achievement of children and youth who are currently in foster care. Through a youth-centered approach, EPAC works collaboratively with other Division, state and county offices to ensure the educational well-being of children and youth in foster care are being met and that appropriate goal setting is in place for older youth that supports their educational stability. Within EPAC, various services and resources are provided including diagnostic educational assessments, tutorial services, connection to community-based educational support, and the coordinated procurement of educational services.

The primary mission of the EPAC Unit is to improve reading and math abilities of school-aged children from five years of age through eighteen. A secondary goal is to improve educational stability for all children and youth in the custody of DFCS.

Education Support Services

Educational Programming, Assessment and Consultation (EPAC) services are the official statewide educational support services provided to youth in foster care within Georgia. The following services are available and provided to youth within EPAC:

Diagnostic Educational Assessments - Each youth who is referred for EPAC services receives a diagnostic educational assessment. This assessment is provided by a certified teacher or EPAC staff member and is in the academic subjects of math and reading. The assessment provides a comprehensive review of the math and reading performance of the youth.

Educational Consultation to Case Managers - After a youth has received an initial diagnostic educational assessment, the Education Support Monitor (ESM) assigned to the youth's respective DFCS region will consult with the youth's Case Manager to develop an Education Action Plan based on the results and summary provided from the assessment.

Tutorial Services - Youth who exhibit a need for remediation or support within their academics may receive additional tutoring services provided by an EPAC Education Specialist who is a certified teacher.

School System Partnership and Support to Youth – EPAC partners closely with the Georgia Department of Education and Local Education Agencies/school systems throughout the state of Georgia to ensure the appropriate academic services are provided to youth in foster care. Additionally, EPAC Education Support Monitors advocate on the youth's behalf to ensure quality services and academic monitoring is provided. This advocacy can range from youth who have multiple foster care placements and need coordination of their school academic records to youth who have identified special needs and are in need of additional academic supports (i.e. IEP) that allow for increased school and learning engagement.

Educational Service Monitoring of Child Caring Institutions - EPAC provides additional monitoring of academic support services provided by Child Caring Institutions (CCIs) and group homes. Due to the vulnerability of youth who reside in these settings and the varying academic needs of each youth, EPAC will be an additional support for these institutions.

Education Specialist Recruitment

Youth who exhibit a need for remediation or support within their academics may receive additional tutoring and additional education services provided by an EPAC Education Specialist* who is a certified teacher. Education Specialists are certified teachers who contract with the Georgia Division of Family and Children Services to provide tutoring services and additional educational monitoring support of youth in foster care who are referred to EPAC. Note: *Education Specialists refers to the tutors who provide tutorial services to the youth in care. It does not indicate a type of degree preferred.*

Eligible individuals seeking to apply to become an EPAC Education Specialist must meet the minimum qualifications below:

- Current GA Teaching Certificate (verified by Georgia Professional Standards Commission)
- Complete a Criminal History Investigation process (background check)
- Must have reliable transportation and a valid Georgia's driver's license
- Must be proficient in Microsoft Word, Excel and PowerPoint
- Must complete the EPAC Education Specialist Application and submit all requested documents at the time of application submission
- Must follow all application guidelines and procedures as outlined in the application packet

Additional Preferred Qualifications:

- The above minimum qualifications
- At least two years of experience within an academic content area
- Experience or certification working with students who have special needs
- Previous experience working within human services and/or child welfare

This application packet has been issued by the Georgia Division of Family and Children Services, Educational Programming, Assessment and Consultation Services Program to seek applications from certified teachers who are interested in providing tutorial support to youth in foster care. Applicants selected through this application process must serve youth within the foster care system within the state of Georgia based on the guidelines outlined. The Georgia Department of Human Services, Division of Family and Children Services and Educational Programming, Assessment and Consultation Services Program reserves the right to make any updates or omissions to this application packet and notice while it is posted and reserves the right to cancel this recruitment effort at any time. Additionally, the Educational Programming, Assessment and Consultation Services Program reserves the right to reject any or all applications upon review.

NOTICE FOR CURRENT CONTRACTORS: All current Federal Fiscal Year (FFY) 2016 Education Specialist contractors of the DFCS Educational Programming, Assessment and Consultation Services Program MUST submit an application based on the guidelines herein if seeking to partner with the Division for FFY 2017. A prior award or current contract with DHS, DFCS or the Educational Programming, Assessment and Consultation Services Program is not a guarantee or commitment for a continued or future contract.

Important Note: The Division of Family and Children Services reserves the right to select Education Specialists based on the following criteria:

- *Geographic Location and Need*
- *Applicant Specialized Certification(s)*

Timeline

This timeline represents all activities related to the Education Specialist application and contract for FFY 2017. It may not include additional professional development opportunities and meeting dates that will be required throughout the contract period for individuals who are awarded a contract.

DATE	ACTIVITY
Friday, April 29, 2016	Recruitment and Application Posting Date
Monday, May 9, 2016	<p>Education Specialist Contractor Information Session</p> <p>All interested applicants who would like to submit an application for contractual consideration as an EPAC Education Specialist for FFY 2017 is encouraged to participate in the Education Specialist Contractor Information Session that will be held on Monday, May, 9, 2016 via Web-Ex Online Portal. There will be three opportunities to participate in the Information Session – 10:00 AM, 3:00 PM or 6:00 PM. There is no pre-registration required to attend the Information Session.</p> <p>Please Note: In order to participate in the Information Session, you must have access to a computer and phone as the WebEx system requires the use of both.</p> <p><u>EPAC Education Specialist Mandatory Information Session</u> Date: Monday, May 9, 2016 Location: On-Line Web-Ex (see details below) Time: 10:00 AM, 3:00 PM or 6:00 PM</p> <p><u>WebEx Details*</u> 10:00 AM Click this link to join the meeting: Join WebEx Meeting Number: 217404986 Meeting Password: Mjb7q2Eg</p> <p>3:00 PM Click this link to join the meeting: Join WebEx Meeting Number: 212433190 Meeting Password: GenpE3mz</p> <p>6:00 PM Click this link to join the meeting: Join WebEx Meeting Number: 212258555 Meeting Password: TetsHqj8</p> <p><i>*To access the webpage, use your cursor to point and 'Ctrl' click.</i></p>
Monday, May 2, 2016 – Friday, May 13, 2016	Application and Contractor Technical Assistance Q & A
Tuesday, May 31, 2016 3:00 PM, Eastern Standard Time	FFY 2017 EPAC Education Specialist Application Packet Due
During or after June 2016	Applicant Review and Document Approval Process
During or after July 2016	Contract Engagement Notice to Selected Applicants FFY 2017/
During or after September 2016	Dissemination of Fully Executed Contracts
During or after October 2016	MANDATORY Contractor Orientation
October 1, 2016 - September 30, 2017	FFY 2017 Contract Period

Section I: General Information

Purpose

This application request has been issued by the Georgia Division of Family and Children Services, Educational Programming, Assessment and Consultation Services Program to seek applications from certified teachers who are interested in providing tutorial and education support to youth in foster care. Applicants selected through this application process must serve youth within the foster care system within the state of Georgia based on the guidelines outlined. The Georgia Department of Human Services, Division of Family and Children Services and Educational Programming, Assessment and Consultation Services Program reserves the right to make any updates or omissions to this application packet and notice while it is posted and reserves the right to cancel this recruitment effort at any time. Additionally, the Educational Programming, Assessment and Consultation Services Program reserves the right to reject any or all applications upon review.

Who May Apply

Individuals who have an active education (teaching) certificate within the state of Georgia may submit an application to become a contracted tutor (Education Specialist) for youth in foster care. Education Specialists refers to the tutors who provide tutorial services to the youth in care. It does not indicate a type of degree preferred.

Eligible individuals seeking to apply to become an EPAC Education Specialist must meet the minimum qualifications below:

- Current GA Teaching Certificate (verified by Georgia Professional Standards Commission)
- Complete a Criminal History Investigation process (background check)
- Must have reliable transportation and a valid Georgia's driver's license
- Must be proficient in Microsoft Word, Excel and PowerPoint
- Must complete the EPAC Education Specialist Application and submit all requested documents at the time of application submission
- Must follow all application guidelines and procedures as outlined in the application packet

Additional Preferred Qualifications:

- The above minimum qualifications
- At least two years of experience within an academic content area
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NOTICE FOR CURRENT CONTRACTORS: All current Federal Fiscal Year (FFY) 2016 Education Specialist contractors of the DFCS Educational Programming, Assessment and Consultation Services Program MUST submit an application based on the guidelines herein if seeking to partner with the Division for FFY 2017. A prior award or current contract with DHS, DFCS or the Educational Programming, Assessment and Consultation Services Program is not a guarantee or commitment for a continued or future contract.

Contract

Applicants selected to contract as Education Specialist with the Georgia Division of Family and Children Services will serve as contractors with the state of Georgia. Payment for services will be based on payment provisions established by the Division and the Educational Programming, Assessment and Consultation Services Program.

State Priority of High Need Areas

Interested applicants from **all areas within the state** are encouraged to apply. Additional priority consideration will be given to applicants who identify their availability to work within the following high need Georgia counties:

Appling	Bartow	Bulloch	Catoosa	Cobb	Coffee	Emanuel	Fannin
Floyd	Gordon	Gwinnett	Lowndes	Polk	Union	Ware	

Application Submission Deadline

Tuesday, May 31, 2016 - 3:00 PM, Eastern Standard Time

Applicants are required to submit all application documents. ALL required components of the application **MUST** be received in the specified format (See **Section II**) by **Tuesday, May 31, 2016 - 3:00 PM, Eastern Standard Time** or the application and all of its contents may **NOT** be considered for selection. There will be no exceptions to this requirement.

NOTICE FOR HAND-DELIVERY ONLY (May 30th and May 31st ONLY): If hand-delivering the application package, please **DO NOT** hand-deliver the application package to the 26th floor as indicated in the address in **Section VII, Page 32**. There will be a table in the 2 Peachtree building Lobby on **Monday, May 30, 2016 and Tuesday, May 31, 2016 from 9:00 am – 5:00 pm** where application packages can be submitted by hand delivery.

Application Status Notification

Individuals that have been selected as EPAC Education Specialists will be notified via email during or after June 2016.

Contract Period

October 1, 2016 – September 30, 2017

or

Date contract is fully executed (if after October 1, 2016) through September 30, 2017

IMPORTANT NOTICE: Applicants who are selected as FFY 2017 EPAC Education Specialists may **NOT** provide services until a fully executed contract for FFY 2017 has been fully executed and/or after October 1, 2016 (this does not apply to current FFY 2016 EPAC Education Specialist contractors). Selected applicants who do not adhere to this contractual requirement will not receive payment for services that were provided without a fully executed contract.

Technical Assistance

Technical assistance in the form of Questions and Answers (Q&A) will be available from **Monday, May 2, 2016 – Friday, May 13, 2016**. Questions must be submitted to epac@dhs.ga.gov in the following format:

Questions submitted to other email addresses that are not epac@dhs.ga.gov may not receive a response. An updated copy of questions and answers will be uploaded periodically until Friday, May 13, 2016 on the DFCS Educational Programming, Assessment and Consultation webpage on the DFCS website at <http://dfcs.dhs.georgia.gov/how-apply-epac> (CLICK ON *Services tab at the top of the page*, CLICK ON *Foster Care*, CLICK ON *Educational Programming, Assessment and Consultation (E.P.A.C.)* on the left menu bar, CLICK ON *How to Apply for E.P.A.C.*). After Friday, May 13, 2016, only the questions that were submitted during the technical assistance timeline from Monday, May 2, 2016 – Friday, May 13, 2016 and their corresponding answers will be posted and available on the EPAC webpage. All interested applicants who would like to submit an application for contractual consideration as an EPAC Education Specialist for FFY 2017 is encouraged to participate in the **Education Specialist Contractor Information Session** that will be held on **Monday, May, 9, 2016 via Web-Ex Online Portal** (see Page 5 for additional information on participating in the Information Session).

Payment for Services

Contracting Education Specialists receive payment for services rendered based on a payment scale established by the Division of Family and Children Services and the Educational Programming, Assessment and Consultation Services Program. Additional details regarding payment for services will be provided during the WebEx Information Session on May 9, 2016.

Section II: Completing and Submitting Your Application

Below are the requirements ALL applicants MUST complete and submit. This information must be submitted in one submission packet – please do not email, mail or hand deliver contents separately. Any additional forms, press clippings and documents, photographs, murals or materials not requested may result in the disqualification of the application. Please use **Section II** as a checklist to ensure your packet is complete prior to submission.

Application Packet Checklist

Completed documents and forms:

- ☐ EPAC Education Specialist Application
- ☐ State of Georgia Tax Compliance Form (do not submit form to email address listed at the bottom of form. Include this completed form within your application packet)
- ☐ W-9 Form: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

Copies of the following documents:

- ☐ Copy of State of Georgia Driver's License
- ☐ Copy of Valid Teaching Certificate

**Georgia Division of Family and Children Services
Well-Being Services Section
Community Programs Unit
Educational Programming, Assessment and Consultation Services**



**Federal Fiscal Year (FFY) 2017
Educational Programming, Assessment and Consultation Services**

Application Packet

**Georgia Division of Family and Children Services
EPAC Education Specialist Application
Federal Fiscal Year 2017**

Are you a current FFY 2016 (October 1, 2015 – September 30, 2016) Education Specialist contractor? Yes ☐ No ☐

If yes, what county(ies) do you serve:

Section 1. Employment Eligibility

Are you a U.S. citizen or legal immigrant who is allowed to work in the U.S.? Yes ☐ No ☐

Have you ever been convicted of a felony? Yes ☐ No ☐

Section 2. Applicant Information

Last Name	First	Middle Initial
DOB	Last Four (4) Digits of Social Security Number	–
Physical Address	City	
County	State	GA
Mailing Address*	City*	
County*	State	GA
Phone	() -	Email Address**

Section 3. School System Employment (if applicable)

Are you currently employed within a school system? Yes ☐ No ☐

District/System of Employment County of Employment

Section 4. Certification

Do you have a current GA teaching certificate? Yes ☐ No ☐ Expiration Date

If yes, print the name your certification is listed under (if different from name above)

How many years of teaching experience do you have?

Select all applicable fields and classifications:

- | | |
|---|--|
| <input type="checkbox"/> Early Childhood Education | <input type="checkbox"/> Special Education Adapted Curriculum |
| <input type="checkbox"/> Middle Grades (4 th – 8 th) | <input type="checkbox"/> Special Education Behavior Disorders |
| <input type="checkbox"/> Secondary Grades (6 th – 12 th) | <input type="checkbox"/> Special Education General Curriculum |
| <input type="checkbox"/> English | <input type="checkbox"/> Special Education Learning Disabilities |
| <input type="checkbox"/> Math | <input type="checkbox"/> Other Specialty Field/Classification: |
| <input type="checkbox"/> Science | |
| <input type="checkbox"/> Social Studies | |
| <input type="checkbox"/> Reading Specialist | |

Section 5. Area of Service - Please list the counties you are available to tutor within (maximum of three)*:**

1. 2. 3.

Section 6. How did you hear about this opportunity?

- | | |
|--|---|
| <input type="checkbox"/> School System | <input type="checkbox"/> Friend/Family/Coworker |
| <input type="checkbox"/> DFCS Staff/Representative – Name: _____ | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Advertisement/Recruitment Letter | |

Section 7. Disclosure

By submitting this application, I swear, under penalty of perjury, that all information and statements provided in this application are true to the best of my knowledge and that I am willing to cooperate with any effort to verify the information provided.

Applicant Full Name (including middle name)

Date

* If different from Physical Address.

** This email address will be used as the main method of communication regarding your application and any additional information and requests.

*** You may be selected based on the county(ies) you identify. If selected, your assigned students may reside in one or more of the counties listed.

Note: An interview, background check and additional paperwork may be required.



TAX COMPLIANCE

INSTRUCTIONS TO SUPPLIERS

Please complete the following information:

- Supplier's Name (Applicant):
- Physical Location Address:
- Federal Identification Number (FEI):
- Have you ever been registered in the State of Georgia?
- If so, please provide the following information, if applicable:
 - State Taxpayer Identification Number (STI):
 - Sales and Use Tax Number:
 - Withholding Tax Number:
- What type of service will you perform? Education support services for youth in foster care.
- Will you sell any tangible personal property or goods? No
- Supplier's Affiliate's Name:
 - FEI:
 - STI:
 - Sales and Use Tax Number:
 - Withholding Tax Number:

If there is more than one affiliate, please attach a separate sheet listing the information above.

- Person responsible for handling supplier's tax issues (such as the CFO, the company tax officer, etc.):
 - Name:
 - Telephone Number:
 - E-mail Address:

NOTICE TO SUPPLIER:

In the event the supplier is considered for contract award, the information provided in the form will be submitted by the State Entity to the Georgia Department of Revenue ("DOR") for a determination as to whether the supplier is a "prohibited source" (as defined by O.C.G.A. §50-5-82) or whether there are any other outstanding tax issues. MISSING, INCOMPLETE, OR ERRONEOUS DATA MAY DELAY OR PROHIBIT VERIFICATION OF YOUR ELIGIBILITY FOR CONTRACT AWARD. NO PROHIBITED SOURCE MAY RECEIVE CONTRACT AWARD; THEREFORE, YOU ARE STRONGLY ENCOURAGED TO CHECK YOUR TAX STATUS NOW AND RESOLVE ANY OUTSTANDING TAX LIABILITIES AND/OR MISSING TAX RETURNS.

STATE ENTITY: Please submit this form via email to DOR at tsd-state-contractors@dor.ga.gov for processing in accordance with the *Georgia Procurement Manual*.

**Georgia Division of Family and Children Services
Educational Programming, Assessment and Consultation Services Program
Education Specialist Application**

**Deadline for Submission of Application:
Tuesday, May 31, 2016 – 3:00 PM, EST**

THIS IS NOT A POSTMARK DATE. All applications MUST be in the possession of the Educational Programming, Assessment and Consultation Services Program by Friday, Tuesday, May 31, 2016 – 3:00 PM, EST via email or at the above address and suite number. Education Specialist application packets may be submitted to one of the following addresses:

Email Address (preferred method of submission)

epac@dhs.ga.gov

Mailing Address

**Georgia Division of Family and Children Services
2 Peachtree Street, NW
c/o: April Jordan/EPAC ES Application
Suite 26.494
Atlanta, Georgia 30303**

Hand Delivery

**Georgia Division of Family and Children Services
2 Peachtree Street, NW
Atlanta, Georgia 30303
First Floor Lobby**